



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Job Specification and Salary Range for the Position of Purchasing Technician and Reclassification of Purchasing Assistant to Purchasing Technician.

MEETING DATE: Wednesday, May 1, 2002

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: That City Council adopt a resolution approving the job specification and salary range for the position of Purchasing Technician and reclassification of Purchasing Assistant to Purchasing Technician

BACKGROUND INFORMATION: A classification study has been conducted on the position of Purchasing Assistant in accordance with the Rules for Personnel Administration. Currently there is one (1) position in this classification. Over the years this job has evolved from performing clerical functions to performing a more technical role in purchasing. The incumbent is in charge of purchasing routine office supplies for city departments, maintaining reports, reviewing purchasing documents for accuracy and completeness, inventory management, division support for JD Edwards purchasing module and Microsoft office applications. The incumbent is also cross trained with other positions for coverage during absences in the warehouse.

It is recommended the position of Purchasing Assistant be reallocated to Purchasing Technician. Attached is a new class specification for this new title. If approved, the position of Purchasing Assistant will be eliminated. This position will remain in the General Services Bargaining Unit.

It is recommended that the Purchasing Technician be set 20% below the Buyer classification. The recommended salary range for this classification is:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$2,649.93	\$2,782.42	\$2,921.54	\$3,067.62	\$3,221.00

COST: Annual cost of \$4,000

FUNDING: Finance Operating Budget

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

APPROVED: _____

H. Dixon Flynn -- City Manager



CITY OF LODI

COUNCIL COMMUNICATION

cc: City Attorney
Finance Director
Judy Steinke, Business Agent, AFSCME

Prepared by: Amy Flores, Management Analyst

APPROVED: _____

H. Dixon Flynn -- City Manager

PURCHASING TECHNICIAN

DEFINITION

To perform a variety of staff support and technical functions in the City’s purchasing division: to purchase routine office supplies, maintain the office supply stock, review purchase requisitions, purchase orders, bids, specifications, and invoices for accuracy and appropriateness, to prepare and maintain a variety of purchasing-related records, files, lists, and forms, to provide support for division users of the divisions Purchasing and Inventory system and personal computer software applications, and to respond to inquiries and provide information regarding purchasing activities.

DISTINGUISHING CHARACTERISTICS

This single position classification is distinguished from the higher level Buyer and related classes in that it is limited to purchasing of routine office supplies, it involves inventory management and limited warehouse duties, and it requires knowledge of the divisions Purchasing and Inventory software applications.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Purchasing Officer or Buyer.

Responsibilities may include directing the work of clerical personnel assigned to the unit, particularly on a part-time or temporary basis.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Secures and compares information regarding price, quality, availability and related information for a wide variety of routine office supplies;
- Negotiates with vendors regarding terms, and orders and purchases supplies, business cards, printing, and related items;
- Researches and develops sources of supply; maintains vendor files; locates and identifies vendors or potential bidders on a continuing basis to assure competitive prices for goods purchased;
- Prepares and reviews a variety of purchasing related forms which include requisitions, bids, purchase orders in order to ensure quality, accuracy and completeness;
- Develops and maintains inventory and stocking systems for office supplies; determines appropriate reorder points and initiates reorders; performs annual office supply inventory;

- Enters/maintains purchasing matters including a variety of manual and computerized records and logs related to purchasing, stock movement and status, charges to departments, and related procedures;
- Maintains purchasing records, prepares summaries and reports, including vendor performance reports, and maintains bid lists;
- Computes quantities, discounts, taxes, totals and extensions;
- Provides support to division users in personal computer software applications and support for Purchasing and Inventory system;
- Operates warehouse equipment including forklift, assists in the unloading of delivery vehicles, compares shipping documents to items delivered to items ordered and checks items for accurate count and damage on a relief basis;
- Maintains a variety of purchasing and inventory related files and filing systems;
- Expedites and coordinates delivery schedules; may assist with receiving and preparing items for delivery;
- Provides telephone and in person reception; processes departmental mail; and provides related clerical support for the department;
- May provide lead direction to clerical assistants;
- Operates personal computer, related software and peripheral equipment;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of purchasing, including competitive bidding procedures;
- Inventory control procedures
- Basic accounting and recordkeeping procedures and practices applicable to the purchasing function;
- Supplies commonly used in office applications;
- Fundamentals of Federal, State and Local laws and regulations regarding purchasing;
- Principles and practices of purchasing record keeping and the basic purpose and nature of governmental purchasing;
- Modern office practices, including the operation of personal computer, related software and peripheral equipment.

Ability to:

- Secure and compare information regarding price, quality, quantity, and other aspects of office supply purchasing;
- Negotiate with vendors to obtain the most favorable terms and conditions;
- Perform accurate basic mathematical functions;
- Interpret, explain and apply Federal, State and Local regulations, policies and procedures;
- Prepare a variety of written reports, forms, records and correspondence;
- Operate computerized purchasing, record-keeping systems and software;

- Operate a forklift and other warehouse equipment;
- Type at a speed necessary for adequate job performance;
- Establish and maintain complex filing systems;
- Operate computerized purchasing and recordkeeping systems.
- Establish and maintain cooperative and effective relationships with those contacted during the course of the work;

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school supplemented by the completion of courses in purchasing, inventory control, accounting or a related field.

Experience:

Three (3) years of progressively responsible experience in public sector purchasing.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles;
- Ability to obtain a forklift operator's training certificate within one (1) year.

RESOLUTION NO. 2002-86

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB SPECIFICATION AND SALARY
RANGE FOR THE POSITION OF PURCHASING
TECHNICIAN AND RECLASSIFICATION OF PURCHASING
ASSISTANT TO PURCHASING TECHNICIAN

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job specification for the position of Purchasing Technician, as shown on Exhibit A attached; and

BE IT FURTHER RESOLVED, that the salary range for Purchasing Technician shall be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
<u>\$2,649.93</u>	<u>\$2,782.42</u>	<u>\$2,921.54</u>	<u>\$3,067.62</u>	<u>\$3,221.00</u>

BE IT FURTHER RESOLVED, that the City Council hereby approves the reclassification of Purchasing Assistant to Purchasing Technician.

Dated: May 1, 2002

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I hereby certify that Resolution No. 2002-86 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 1, 2002, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi, and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

May 1, 2002

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